



**Schedule for Academic Consultation Panel (ACP) Visit
DD-DD Month, Year**

Day One: Date (Wednesday)

Session	Time	Venue	Event	Participants
1	9:15 – 9:45 (30 mins)	SWT 505	Panel Meeting with Vice-President (Teaching and Learning) (VPTL) or his designate and Dean <ul style="list-style-type: none"> • Introduction • Clarification of institutional issues 	<ul style="list-style-type: none"> • Panel members • VPTL or his designate • Dean
2	9:45 – 11:30 (1 hr 45 mins)	SWT 505	Preliminary Private Meeting of Panel	<ul style="list-style-type: none"> • Panel members
3	11:30 – 11:45 (15 mins)	SWT 505	Tea/Coffee Break	<ul style="list-style-type: none"> • Panel members
4	11:45 – 13:00 (1 hour 15 mins)	SWT 505	Panel Meeting with Dean, Head of Department (Dept.) and Programme Director(s)	<ul style="list-style-type: none"> • Panel members • Dean • Head of Dept. • Programme Director(s)
5	13:00 – 14:30 (1 hr 30 mins)	Renfrew Seafood Restaurant	Lunch to be hosted by Dean	<ul style="list-style-type: none"> • Panel members • Dean • Head of Dept. • Academic Staff of Dept.
6	14:30 – 16:00 (1 hr 30 mins)	SWT 505	Panel Meeting with Academic Staff of Dept.	<ul style="list-style-type: none"> • Panel members • Academic Staff of Dept.
7	16:00 – 16:15 (15 mins)	SWT 505	Tea/Coffee Break	<ul style="list-style-type: none"> • Panel members
8	16:30 – 17:00 (30 mins)	Main Library	Tour of the Main Library	<ul style="list-style-type: none"> • Panel members • Representative(s) of Dept.

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Day Two: Date (Thursday)

Session	Time	Venue	Event	Participants
9	9:30 – 10:30 (1 hr)	SWT 505	Panel Members' Private Meeting	<ul style="list-style-type: none"> • Panel members
10	10:30-12:00 (1 hr 30 mins)	SWT 505	Panel Meeting with Senior Academic Staff of Dept.	<ul style="list-style-type: none"> • Panel members • Senior Academic Staff of Dept.
11	12:00 – 12:15 (15 mins)	SWT 505	Tea/Coffee Break	<ul style="list-style-type: none"> • Panel members
12	12:15 – 13:15 (1 hr)	SWT 505	Panel Meeting with <ul style="list-style-type: none"> • Advisory Committee • Potential Employers 	<ul style="list-style-type: none"> • Panel members • Advisory Committee • Potential Employers
13	13:15 – 14:45 (1 hr 30 mins)	Renfrew Restaurant	Lunch to be hosted by VPTL or his designate	<ul style="list-style-type: none"> • Panel members • VPTL or his designate • Dean • Head of Dept. • Academic Staff of Dept. • Advisory Committee • Potential Employers
14	14:45 – 15:45 (1 hr)	SWT 505	Panel Meeting with Students <ul style="list-style-type: none"> • Current Students • Graduates 	<ul style="list-style-type: none"> • Panel members • Current Students • Graduates
15	15:45 – 16:00 (15 mins)	SWT 505	Tea/Coffee Break	<ul style="list-style-type: none"> • Panel members
16	16:00 – 17:00 (1 hr)	SWT 505	Viewing <ul style="list-style-type: none"> • Student Work (e.g. Honours Projects, examination papers, publications, etc.) • Staff Research and Publications • Staff Scholarly Work 	<ul style="list-style-type: none"> • Panel members • Representative(s) of Dept.

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Day Three: Date (Friday)

Session	Time	Venue	Event	Participants
17	9:00 – 9:45 (45 mins)	SWT 505	Panel Members' Private Meeting	<ul style="list-style-type: none"> • Panel members
18	9:45 – 10:45 (1 hr)	SWT 505	Panel Meeting with Head of Dept. and Academic Staff (Call-back Session)*	<ul style="list-style-type: none"> • Panel members • Head of Dept. • Academic Staff of Dept.
19	10:45 – 11:00 (15 mins)	SWT 505	Tea/Coffee Break	<ul style="list-style-type: none"> • Panel members
20	11:00 – 13:00 (2 hrs)	SWT 505	Panel Members' Private Meeting <ul style="list-style-type: none"> • Summary views for written reports 	<ul style="list-style-type: none"> • Panel members
21	13:00 – 13:15 (15 mins)	SWT 505	Verbal Report from Panel to Dean, Head of Dept. and Academic Staff	<ul style="list-style-type: none"> • Panel members • Dean • Head of Dept. • Academic Staff of Dept.
22	13:15 – 14:45 (1 hr 30 mins)	Kowloon Tsai House Owners Association	Lunch to be hosted by Head of Dept.	<ul style="list-style-type: none"> • Panel members • Dean • Head of Dept. • Academic Staff of Dept.

**To be conducted when need arises*